



<b>JOB TITLE:</b>	Children's Placements Manager		
<b>GRADE:</b>	G10	<b>SERVICE AREA:</b>	Children's Services
<b>JOB CODE:</b>	CHI306PLACG10		
<b>REPORTS TO:</b>	Children's Residential Services Manager	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	In exceptional circumstances, work may be required outside of standard office hours due to the nature of particular placement searches.		

### 1. Main purpose of the job role:

- Responsibility to oversee the arrangements and co-ordination of a variety of placements as identified by social workers/managers to meet the identified needs of children and young people in a timely and efficient manner and in line with Walsall Council procedures, Finance and Contracting Rules and directorate strategies and plans.
- To respond to emergency requests often requiring work to pressured deadlines.
- To effectively manage the Placements Service in planning work activity and overseeing work progression, ensuring deadlines are met and procedures are followed in line with the Council's aims and objectives and the priorities of the Children's Services.
- To lead on specialist placement searches for complex disabled and / or challenging young people through contributing to individual child care specifications, visiting providers and negotiating terms for bespoke placements.
- To collect, collate and present referral and monitoring data in order to support the data analysis and scorecard preparation and to deliver placement scorecard data to senior management team, when required.
- Responsibility to oversee and support the development and implementation of internal systems to track & assure the quality of internal and commissioned services and ensure contractual and financial compliance.
- In partnership with Commissioning, responsibility for establishing and managing the partnership between the local authority and independent residential and foster providers specifically based within the Walsall and Black Country areas.
- To provide joint Quality Assurance oversight and a rota of on-site visiting to commissioned residential settings with Contract Officer, LA Residential Manager or Commissioner.

## **2. Role specific duties and accountabilities:**

### ***Horizon Scanning***

- To lead, manage and direct the activities and work plan of the Placements Service, to ensure services are arranged and delivered within agreed timescales and promote an effective and efficient service.
- To implement the Quality Assurance approach in Commissioning and undertake pre and post placement visits as appropriate.
- To represent Walsall Children's Services and participate in West Midlands Regional forums and meetings as required.
- To contribute to the development of service specifications and contracting activities as required.
- To keep up to date with Walsall Council services policy, national trends, research, and government guidelines, legal issues etc.
- To promote anti-oppressive practice and enforce the Council's Equal Opportunities policy, and ensure services take account of the cultural, religious and linguistic background of users and meet the relevant Equality Standard.
- To promote a positive public image of Walsall Council children's services and developing good relationships with external partners.
- To establish effective monitoring systems for reviewing IPAs to ensure value for money/discounts

### ***Leading People***

- To oversee the workload of the Placements Team in prioritising placement search activity, and ensure all tasks are completed once placements have been made.
- Responsibility in ensuring continual information exchange between the Placements Team, other Children's Services staff including those from social work teams, Finance, Legal Services and Procurement.
- To enhance the performance and development of individuals and the team by ensuring a culture of reflective practice, regular supervision and support. To respond to poor performance where expectations are not being met in accordance with Walsall Council Policy.
- To lead and oversee efficient deployment of staff through effective rota management and ensuring systems are maintained in respect of monitoring annual leave, sickness absence, training and other related matters.
- To provide effective support to staff, including providing guidance, reflective supervision and appraisal.
- To lead on the recruitment, selection and induction of staff in accordance with the Council's safer recruitment procedures.

- To ensure that the training and developmental needs of staff in the team are identified, met and reviewed.
- To manage performance related matters, disciplinary, grievance and sickness absence issues in accordance with Council policy.
- To promote and enforce the Council's Health and Safety and risk management policies and maintain safe working practices for self and others.

### ***Managing Resources***

- To oversee the Placements Team in negotiating contract arrangements and communicating with providers in relation to fees and contract terms and conditions and to ensure these are negotiated in line with the individual children and young people's needs. To ensure and oversee that these are accurately reflected in the Individual Placement Agreements.(IPAs)
- To lead on the development of systems and processes which ensure the most effective use of internal and commissioned resources.
- Responsibility to oversee the Placements Team in ensuring the most effective use of internal resources in meeting the placement, short break, and transport needs of children and young people.
- Responsibility to oversee and support the contracting and call-off arrangements of a range of regional or sub-regional framework agreements for Children's Services specifically Independent Fostering Agencies (IFA), Residential Children's Homes, and Supported Accommodation and to ensure that these are in accordance with relevant contractual terms and conditions and financial rules.
- To lead on and have effective oversight of the spot purchasing of services with providers not on West Midlands regional or sub-regional framework agreements on occasions when children and young people's needs cannot be met through framework arrangements. To ensure evidence of thorough due diligence through on-site visiting and liaison with regional commissioners and Placement Managers.
- To represent Walsall Council in all regional annual price uplift processes.
- Responsibility to oversee and contribute to the effective and efficient use of physical and financial resources in compliance with the council's financial and other procedures and regulations.

### ***Managing Performance***

- To support the Commissioning Team in the development, implementation and monitoring of systems which ensure the continual monitoring of the quality of the service provision.
- To establish effective monitoring systems that provide up to date account of placements activity.

- To undertake an active role in the quality assurance monitoring of the service provision, through supporting site visits to provider's establishments and through the use of a variety of monitoring methodologies.

### ***Managing Self***

- To represent Walsall Children's Services and participate in West Midlands Regional forums and meetings as required.
- To take responsibility for own learning and professional development through participating in team meetings, reflective supervision and undertaking training and personal and professional developmental opportunities as agreed.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Children's Placements Manager		GRADE G10
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		<p>Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T</p> <p><b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3</p>
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I 3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		A/I/T 3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I 3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I 3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I 3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Knowledge and experience and understanding the commissioning cycle and using call-off arrangements under framework agreements		A/I 3
Knowledge of best value principles and how these can be applied in social care through contract management that adds social value to Council commissioning activity		A/I 3
Demonstrates the ability to effectively communicate and negotiate with a range of people including social workers, senior managers, providers and the public		A/I 3
Knowledge and experience of developing, implementing and routinely collecting and collating quality assurance data which focuses on outcome based performance measures		A/I 3
Ability to manage stress, make decisions and problem solve under pressure		I/T 3
Ability to make effective use of physical and financial resources and advise on best pricing / purchasing costs		I 2
Experience of working in partnership with a variety of stakeholders		A/I/T 3
Demonstrates skills in work planning, prioritisation, problem analysis, time management and working to deadlines.		A/I/T 3
Ability to effectively use a wide range of office technology and software packages including Word, Excel, Access and Outlook and maintain records and databases		A/I 2
Ability to provide clear, concise, accurate and reliable management information, written reports and analysis		A/I 3

Knowledge of Children's policy and legislation including The Children's Act 1989, working Together to Safeguard Children and best practice in relation to the area of work i.e. placements, etc	A/I	3
The ability to communicate verbally with customers and provide advice and / or information in accurate spoken English is essential for the post.	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience of working in Family Placements, Residential Services, Placements or Commissioning	A/I	3
Experience of managing people within a supervisory role	A/I	3
Evidence of continuous professional development		
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Level 3/4 qualification in a health and social care or commissioning setting	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	<b>Date:</b>	